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| **Title and code** of the subject: **Management Systems (EMS, QMS, FSMS), MTMKG7023A**  | **ECTS Credit Points: 3** |
| **Type** of the subject: compulsory |
| **Ratio of theory and practice:** (credit%) 30/70 |
| **Type and number of classes per semester**:14 hour(s) lecture and 28 hour(s) practice per **semester** Number of teaching hours / week : 1+2 (lecture and practice) |
| **Type of exam**: exam |
| **Subject in the curriculum:** semester 4 |
| Preliminary requirements:- |

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| **Summary of content - theory**:  |
| The students attending the course can get acquainted with the importance, methods, tools and effects of quality management, food safety management, health and safety management, environmental management systems and possibilities provided by integrated systems.1. Introduction to Principles of Management
2. Personality, Attitudes, and Work Behaviours, leading people and organization
3. Organization structure and changes, organization culture, managing groups and teams
4. Decision making, communication, motivation employees
5. The essential of Control, Strategic Human Resource Management
6. History of Environmental Management, standardisation, ECS 7750; EMAS; ISO 14001.
7. Implementation of Environmental Management System, documentation, operating. Continual development. Audit, audit types, audit process, documentation, integrated auditing, ISO 19011.
8. Environmental regulations, tools of environmental business management. Evaluation of environmental effects: indicators. Cleaner production. Life Cycle Analysis (LCA).
9. History of quality management, development of Quality Management Systems, Total Quality Management (TQM), Quality management systems. Requirements (ISO 9001:2000)
10. Occupational health and safety management systems. Requirements (BS OHSAS 18001), ISO 28001.
11. History of HACCP, System of HACCP (Hazard Analysis Critical Control Points), documentation, operating. Food Safety Management System ISO 22000.
12. ISO 50 001 Energy Management Systems
13. Possibilities given by integrated systems, collective establishment.
14. Management Information Systems, ERP Systems
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| **Summary of content - practice**: |
| Skills to be learnt: thinking in system approach and connecting different aspects 1. Planning structure of a fictive business

Implementation of Management principles1. Market analyses
2. P-O-L-C Framework, (strategical) Planning, Organizing
3. P-O-L-C Framework; Leading, Controlling
4. Corporate Social Responsibility (CSR)
5. CSR plan, CSR profile, CSR report
6. Behaviour as an individual, Myers Briggs Personality Test based on the 16 personality types
7. Behaviours and traits of the great leader
8. Learning style, Learning Style Index (LSI)
9. SMART goals
10. Leadership skills – Charismatic leadership, Influential leadership, Authentic leadership
11. Environmental Policy, Management Policy
12. Integrated Policy
13. Presentation – Implementation of Integrated Management System (IMS)
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| **Literature, handbooks in English**  |
| 1. Management Principles 2012. This book is licensed under a Creative Commons by-nc-sa 3.0 (http://creativecommons.org/licenses/by-nc-sa/ 3.0/) license. p. 714 <http://2012books.lardbucket.org/pdfs/management-principles-v1.0.pdf>
2. Juhász, C., Szőllősi, N. 2009. Environmental management. Jegyzet. Debreceni Egyetem, Debrecen. <http://www.tankonyvtar.hu/hu/tartalom/tamop425/0032_kornyezetiranyitas_es_minosegbiztositas/adatok.html>
3. James Reinhard, Brad Ames, Andrew Robertson, Rita Thakkar, Ryon Pulsipher, David Bentley 2012. Integrated Auditing Practice Guide. The Institute of Internal Auditors.
4. United States Department of Agriculture, Food Safety and Inspection Service 1997. Guidebook For The Preparation Of HACCP Plans. p. 67.
5. Implementation Guidance for ISO 9001:2015. International Organization for Standardization. p. 7.
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| **Competencies gained** *(acc. to the Regulation on training and outcome requirements)* |
| 1. **Knowledge:**
* Know and understand the specifications of agriculture and related industrial production, characteristics of environmental impacts locally and national level.
* know and understand the different background legislations related to agriculture and environment and able to realize existing relationships.
* has general and specific agricultural, food chain safety, environmental, economic knowledge related to its field.
1. **Skills:**
* cooperation in agricultural and environmental management and administrative tasks
* able to carry out her/his professional activity within existing legislation conditions
* continuous monitoring and application of environmental, hygiene, food safety, food health and occupational safety standards.
* able to use his / her professional knowledge according to the different professional requirements of the given workplace.
1. **Attitude:**
* committed to environmental protection, nature conservation and sustainable agriculture.
* Continuous self-improvement.
1. **Autonomy and responsibility:**
* equal partner in the professional cooperation
* has considerable self-dependence in the field of improving comprehensive and specialized professional issues, representing and explaining professional views in the field of integrated management.
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| **Responsible lecturer: Dr Nikolett Szőllősi, assistant professor** |

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| **Terms of course completion:** |
| 1. Completing exercises
2. Giving presentation
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| **Form of examination:** |
| Colloquium |
| **Requirement(s) to get signature:** |
| Completing exercises, Giving presentation |

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| **Exam questions:** |
| 1. Make a list of the principles of management!
2. What is P-O-L-C Framework?
3. What does Corporate Social Responsibility (CSR) mean? Why is it important?
4. What function does planning serve?
5. What does the acronym SMART refer to, in the context of goal setting?
6. Which learning styles do you know and why is it important to know different learning styles?
7. What are the main characteristics of a great leader?
8. Characterize and compare Charismatic leadership, Influential leadership and Authentic leadership!
9. What is PDCA cycle?
10. Describe the implementation of ISO 14001 Environmental Management System!
11. Make a list of Environmental Management tools!
12. Describe the implementation of ISO 9001 Quality Management System!
13. What is QA, QC and TQM? What are the main differences?
14. Describe the implementation of Occupational Health and Safety Management System!
15. Compare ISO 14001 and EMAS!
16. Describe the implementation of HACCP and HACCP principles!
17. What is ISO 22000?
18. What does Integrated Management System mean? What are the main benefits? Which Management Systems could be integrated (with 3 examples)!
19. Describe the integration levels!
20. Which possibilities are given by integrated systems, collective establishment?
21. What is ISO 50 001 and why is it important?
22. Describe and characterize Management Information Systems, ERP Systems!
23. What is ISO 19011? Which audit types do you know? Describe the process of integrated audit?
24. What are the main formal and content requirements of audit plan?
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